

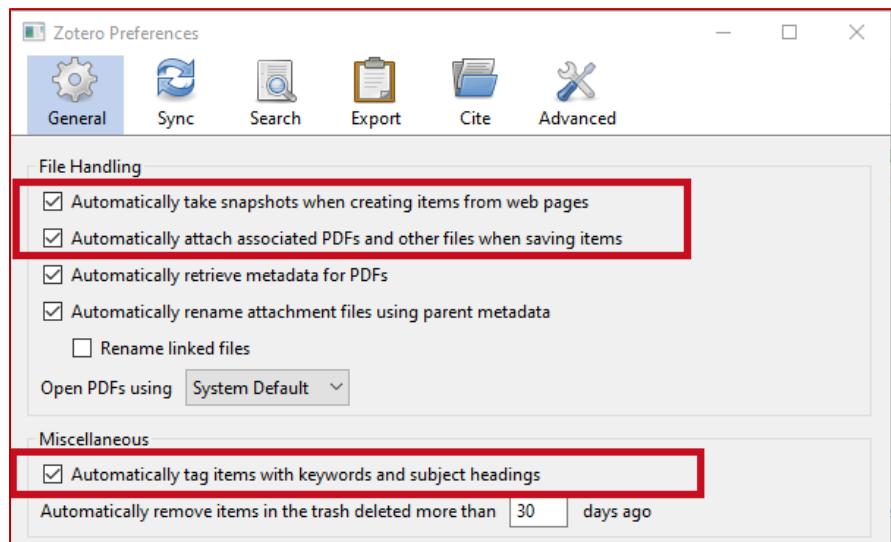
Recommended settings for the Zotero reference management system at Technische Universität Berlin University Library

You can change the default settings by clicking on **Edit -> Preferences** in the Zotero menu.

General pane

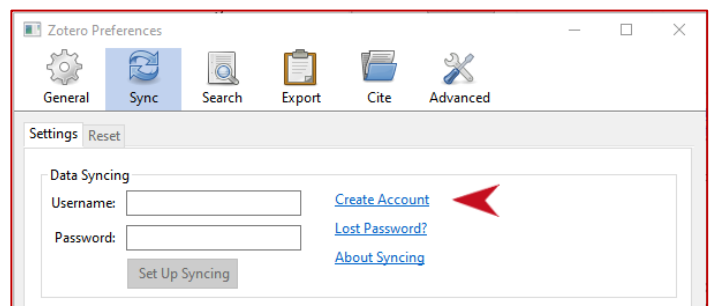
Under *File Handling*

- **Automatically take snapshots when creating items from web pages**
This is useful when you use websites.
- **Automatically attach associated PDFs and other files when saving items**
Please note, that if you are using the web-based version of Zotero, that your free file storage is limited to 300 MB.
- **Automatically tag items with keywords and subject headings**
Please note: The number of tags can quickly accumulate. If necessary, you can deactivate this setting or review the tags after each new import and delete redundancies.



Sync pane

- You can create a free account on Zotero.org (see arrow).
- The synchronization feature allows you to synchronize multiple computers with the Zotero library.
- The synchronization consists of two components: Zotero data and files
 - There is no charge to synchronize data and no maximum storage limit. This feature can also be used without file synchronization.
 - File synchronization synchronizes the attached files (PDF, audio and video files, images, etc.).
- To synchronize files, you can use either *Zotero File Storage* or *WebDAV*. Free use of *Zotero File Storage* is limited to 300 MB: Additional storage is available for purchase.



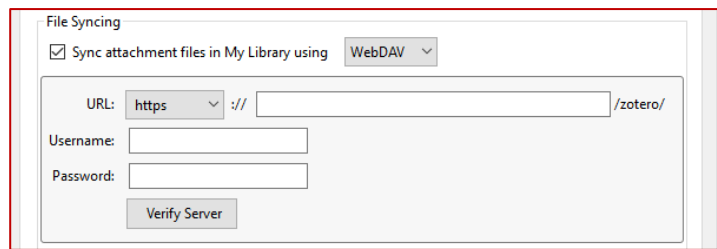
Tip: use tubCloud to save files

- You can integrate tubCloud, which is free, via [WebDAV](#) (or another cloud storage solution supported by WebDAV):

In the section *File Syncing – Sync attachment files in My Library using: WebDAV*. Enter the network

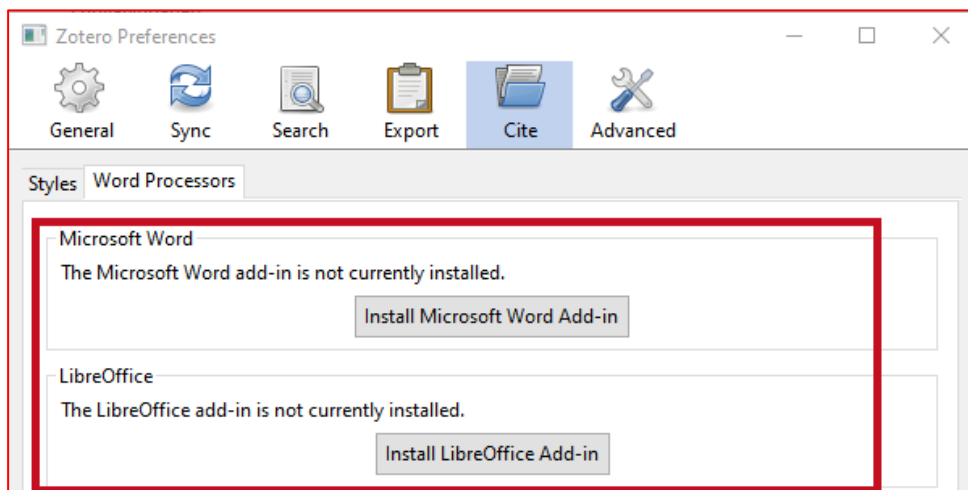
address as the URL <https://tubcloud.tu-berlin.de/remote.php/webdav> and then the username and password for your [tubIT account](#).

- If you do not want to use file synchronization, remove the checkmark under *File Synchronization*.

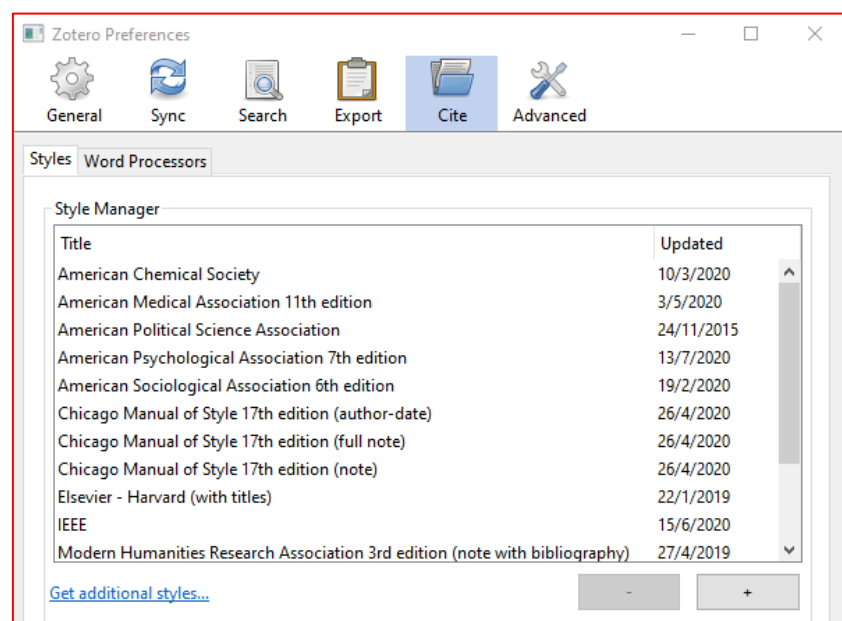


Cite pane

In the *Cite* pane and *Word Processors* tab, you can install the add-in of your word processor (Microsoft Word in the image), if you did not already do so after downloading Zotero.



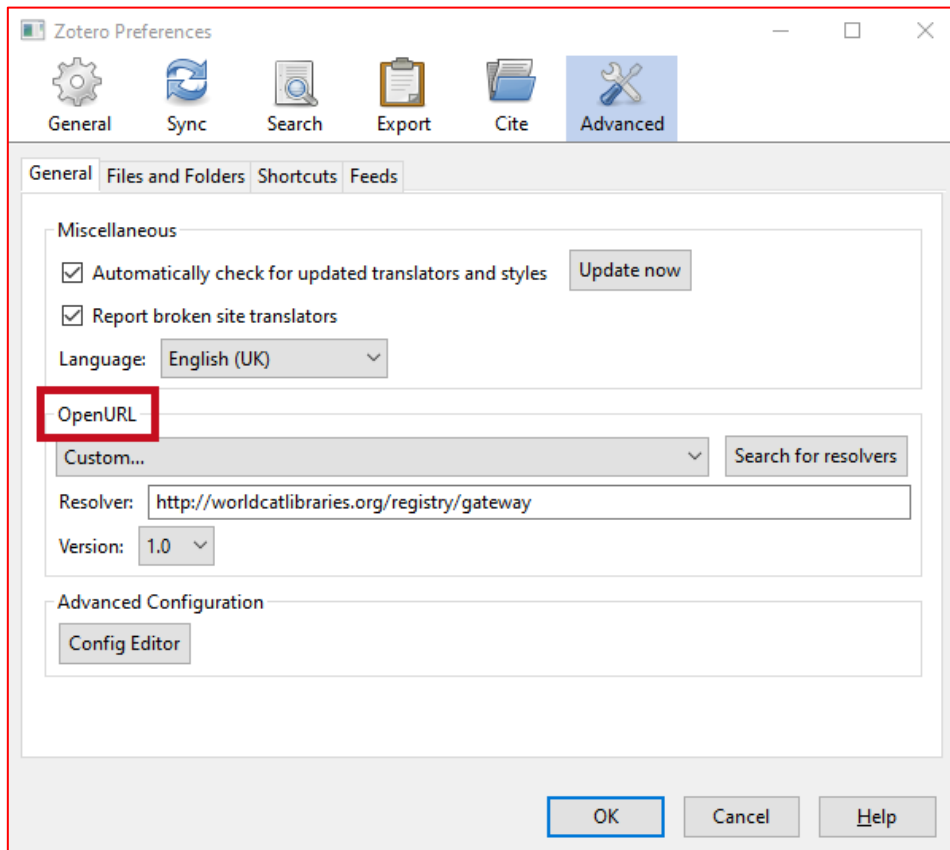
In the *Styles* tab, you can see citation styles that have already been installed. You can download further styles from the *Zotero Style Repository* website. Simply click on *Get additional styles* to be taken there. You can upload a .csli file from your hard drive by clicking on the plus sign.



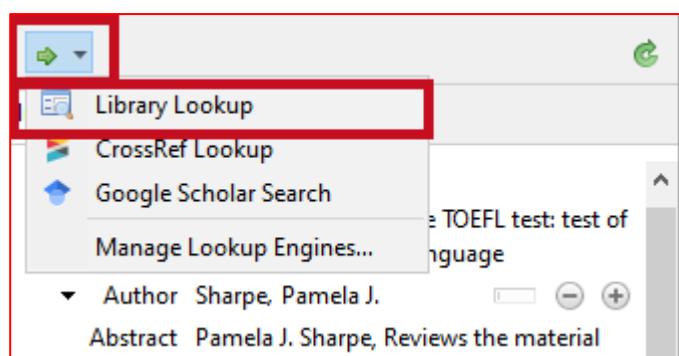
Advanced pane, General tab, OpenURL section

Generally, the URL of the WorldCat catalogue is entered next to *Resolver*. We recommend entering the link resolver of TU Berlin University Library.

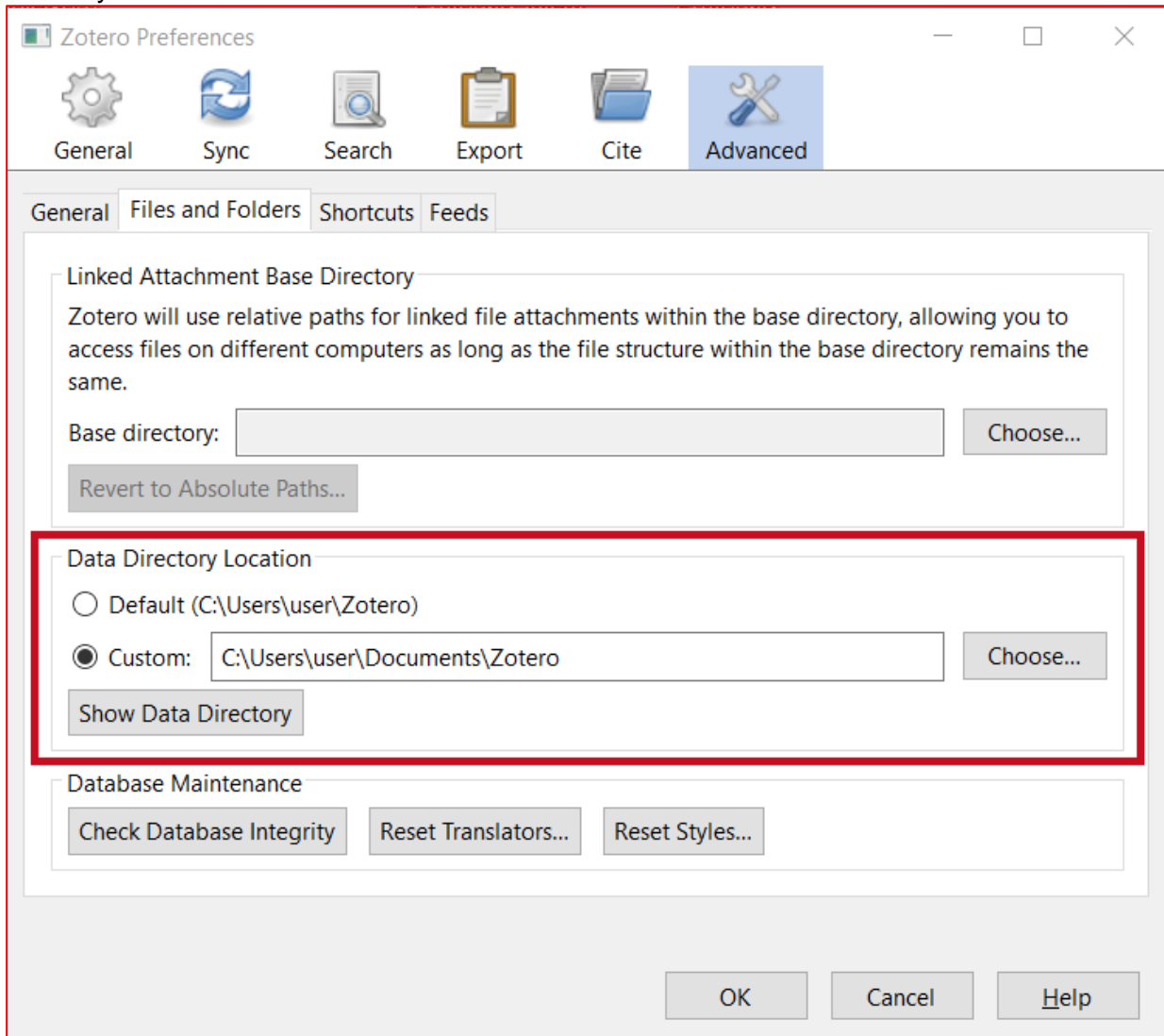
<https://tu-berlin.hosted.exlibrisgroup.com/primo-explore/openurl?institution=TUB&vid=TUB>



If you are in the Zotero home view and select a title from the middle menu of the Zotero window, click on the green arrow, and then *Look up in library*, Zotero will localize this title in the Primo knowledge portal or another regional catalogue.



Under the tab *Files and Folders*, you can determine a number of things including where to save the Zotero folder. The *Show data directory* button always shows the data directory currently in use.



In its default settings, Zotero saves your library in your Firefox profile. Because this storage location is difficult to localize in the event that the system crashes and data need to be secured, we recommend saving it to your own directory. Move the files from the Zotero data directory to the new storage location and link the new location in the settings. Firefox must be restarted to commit the change.

Please note: Before you copy, move, or delete files, you should always check that Firefox has been closed. If you move files while Firefox is still running, your data may be damaged or lost.

You can find further information about Zotero data storage here:

https://www.zotero.org/support/de/zotero_data